

*CAMS*  
*CPCS Overview*

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## Chapter 1 CPCS Overview

To meet this challenge, the Commerce Purchase Card System (CPCS) has been developed as part of the Commerce Administrative Management System (CAMS) effort. This system effectively reconciles and controls purchase card purchases and improves the recording of financial, procurement, and property information. As Purchase Card usage and dollar limitations increase, the National Oceanic and Atmospheric Administration (NOAA) must account for purchase card transactions in accordance with applicable rules and regulations.

CPCS is a web-based component of CAMS. Benefits from CPCS include more accurate and prompt recording of Bankcard financial transactions through the use of electronic Bankcard statements which eliminate paper-based processing and reporting. In addition, CPCS also provides capabilities to receive Bankcard transaction data, weekly, in order for NOAA to earn rebates.

CPCS allows Procurement, Property, Finance, and auditors to review Bankcard purchases to ensure that items purchased are authorized, prices are competitive, and orders are not split to bypass single purchase limits. Additional benefits include the ability to statistically sample any, and all, Bankcard transactions/purchases and select a representative sample of Bankcard sales drafts and other receipt documents for post payment examination.

### 1.1 Functionality

The CPCS component of CAMS allows you to record, monitor, track, and control all activities related to bankcard transactions. The CPCS provides a multi-user environment, by using the Internet, which allows multiple users to access data at the same time. This is a web-based application which provides point-and-click functionality, navigator menu trees, and drop-down menu bars. A series of transaction and query screens enables you to maintain an order log and reconcile transactions.

The CPCS is integrated with the CAMS Core Financial System (CFS) for the payment of Purchase Card invoices. The CPCS has the capability to distribute a transaction to multiple accounting classification codes and accommodate adjustments to the Accounting Classification Code Structure (ACCS), after transactions have been disbursed.

CPCS provides user-defined automated approval routing, alternate approval routing for Bankcard transactions, special approvals for such things as personal property and training, and electronic notification of approvals that are waiting. Functionality also includes the capability for cardholders to electronically match and certify purchases and an automated process for resolution of improperly billed items.

The Purchase Card manual for Cardholders encompasses the following functionality:

- ◆ Logging an Order
- ◆ Reconciling transactions
- ◆ Reconciling and monitoring disputed transactions, errors, and credits
- ◆ Reconciling swept transactions
- ◆ Verifying/Modifying/Splitting the ACCS
- ◆ Updating ACCS List
- ◆ Entering accountable property information
- ◆ Tracking cardholder transactions
- ◆ Viewing transactions and disputes
- ◆ Retrieving Messages
- ◆ Creating & Printing Bank Transaction Reports

Detailed procedures for the categories listed above are included within the individual sections of this documentation.